

Sangamon County Building & Zoning



Room 213-County Building
200 South Ninth Street
Springfield, IL 62701
(217) 753-6760
zoning@sangamonil.gov

PETITIONER AND/OR REPRESENTATIVE

- ☐ File by NOON on specified deadline
- ☐ Pay fee: \$250 for the first 5 acres and \$5 for each additional acre or portion thereof (cash or check)
- ☐ Required documents are the following:
 - ☐ Petition
 - ☐ Legal Description (may be obtained at the Sangamon County Recorder's Office)
 - ☐ Letter of property owner(s) consent and notarized (stating all owners listed on property are in agreement of the petition being filed)
 - ☐ If not the property owner; a form of consent is required (i.e. contract or lease agreement)
 - ☐ Corporation Members (if applicable)
 - ☐ Site Plan
 - ☐ Business Plan (if applicable)
 - ☐ Parking Plan (if applicable)
- ☐ Pay SJR invoice and bring receipt to scheduled Zoning Board of Appeals (ZBA) meeting and give to a member of staff
- ☐ 1st meeting: ZBA Hearing **7:00 PM- County Board Chambers, Room 201 of the County Complex, 200 S. Ninth Street, Springfield, IL 62701** (recommending body)
- ☐ 2nd meeting: County Board Meeting **7:00 PM- County Board Chambers, Room 201 of the County Complex, 200 S. Ninth Street, Springfield, IL 62701** (final action)
- ☐ Additional actions may be required after County Board Meeting:
 - ☐ If construction takes place- Sangamon County Building & Zoning Department (217) 753-6760
 - ☐ If configuration change of a lot- Sangamon County Regional Planning Commission (217) 535-3110

****Zoning Department prepares and sends legal description to SJR****

ZONING DEPARTMENT

- ☐ Prepares petition/legal description of the property
- ☐ Sends legal description of property to SJR for public notification 15 days prior to ZBA hearing
- ☐ Posts sign with ZBA hearing date posted on petitioner's property 15-30 days prior to ZBA hearing
- ☐ Sends adjacent property owners notification 10 days prior to ZBA hearing
- ☐ Sends staff recommendation (which recommends either approved/denied) to petitioner and/or representative and County Board Member prior to ZBA hearing
- ☐ Sends a copy of resolution which has had County Board's vote along with a letter stating that additional actions may be required

The Sangamon County Building & Zoning Department is not responsible, for any incomplete petition. It is the petitioners' sole responsibility to file all necessary documents listed above prior to or on the deadline date.